

2012-13 KYAE Policy and Procedure Manual

History of Changes

November 14, 2012

- **What was revised?** Core Services, p. 4; Budgeting, p. 53.
- **When were revisions announced?** E-mail on November 14, 2012.
- **What are the changes?**
 - Clarifies expenditure of funds by fiscal agents with multiple counties.

November 14, 2012

- **What was revised?** Personnel, p. 36.
- **When were revisions announced?** E-mail on November 14, 2012.
- **What are the changes?**
 - Clarifies reporting procedures for personnel changes.

November 14, 2012

- **What was revised?** College Tuition Reimbursement, pp. 49.
- **When were revisions announced?** E-mail on November 14, 2012.
- **What are the changes?**
 - Reimbursement amount was increased from \$1,000 per semester (not to exceed \$3,000 per program year) to \$1,300 per semester (not to exceed \$3,900 per program year).
 - “Adult education” staff was specified.

November 14, 2012

- **What was revised?** PD Funds, p. 50.
- **When were revisions announced?** E-mail on November 14, 2012.
- **What are the changes?**
 - Written requests for local PD must arrive prior to the event.
 - Participant list must include all participants.